



English by the sea... *for adults and juniors*

The Towers, Hawley Square, Margate, Kent, CT9 1PH, England
Tel: +44 (0)1843 227700 Web: www.englishinmargate.com
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Bullying and Abusive Behaviour Policy

Statement

The policy of English in Margate is to ensure that no unlawful discrimination occurs, either directly or indirectly, against any person on the grounds of age, gender, gender reassignment, colour, sexual orientation, disability, marital status, race, religion, religious beliefs, ethnic or national origin, and that all employees and clients receive fair treatment and equal opportunities at work and are not subjected to prejudicial practice as a result of the Company's activities. This will ensure equality of opportunity for all potential employees, employees, contractors and customers.

Student and staff safety and well-being

We live in a multi-national, multi-cultural, multi-religious environment. We also live in a school community where our different cultural backgrounds mean there is the possibility of misunderstandings. Every student and member of staff has the right and the expectation to come to school to work and study and to speak English without fear of being hurt, offended or intimidated. Any act of bullying, physical or verbal, or any act of harassment or intimidation against another student or member of staff will be dealt with very seriously. Any complaint against another student, a member of the host family or against a member of staff will be investigated in confidence and treated very seriously. Student safety and security are our priority.

What is bullying?

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both those who are bullied and who bully others may have serious, lasting problems.

Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally and excluding someone from a group on purpose. Bullying can occur between fellow students or between staff and students, staff and staff, staff and clients/hosts and agents.

Bullying and Abusive Behaviour

- Physical – pushing, kicking, hitting, pinching or any use of violence.
- Verbal – name-calling, sarcasm, teasing, insulting, making threats, spreading rumours, making comments which are racist, sexist, or homophobic or which focus on disabilities or religious or cultural differences.
- Emotional – being unfriendly, excluding, tormenting, graffiti, gestures.
- Sexual – unwanted physical contact or comments of a sexual, sexist, or homophobic nature.
- Electronic or cyber-bullying – which makes use of electronic forms of communication, such as text messaging, chat rooms, emails, or posting offensive materials on the internet.
- Mobile – threats by texting, calls and posting discriminatory photos.
- Unwanted behaviour towards a person that might cause mental or emotional suffering.



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The following are not tolerated at English in Margate

- Bullying of any kind (physical or verbal).
- Racism (of other nationalities, cultures, or religions) and / or other forms of intolerance including but not limited to sexism and homophobia.
- Excessive and / or loud swearing.
- Sexual harassment of any kind.
- Aggressive behaviour towards staff, students, or visitors (e.g., shouting at other students inappropriately, kicking furniture).
- Violence or threats of violence towards staff, students, or visitors.
- Theft (stealing other people's property or EiM's property).
- Vandalism of the school's or another person's property (e.g., deliberately breaking, or damaging school furniture, computers, graffiti etc).
- The viewing or reading of extremist material, either online or in any other form.
- Any illegal activity.
- Activities which contradict core British values, in accordance with the Government's Prevent policy

What to do

If you are a student and you think you are being bullied, please speak to a member of staff at English in Margate. This could be the Accommodation Officer or your teacher or any member of staff you feel comfortable talking to.

If you are a member of staff and you think or suspect a student is being bullied or harassed in anyway, then please follow the procedure below:

If the students involved are under 18

1. Speak with the DSL to report your concerns and complete the form describing your concerns. The DSL will then contact the parents/guardians or group leaders of those involved and try to resolve the situation.
2. If for any reason the bullying continues, speak with the DSL who will then take immediate action to try and stop the perpetrator. Parents/guardians or group leaders will be kept informed.
3. If the perpetrator continues to bully, then he/she will be dismissed from the school and sent home.

If the students involved are adults

1. Refer your concerns to the DSL or the school owner who will then decide the appropriate cause of action. This might be bringing both parties (the perpetrator and the victim) together to discuss the matter and try to try and resolve the problem.
2. Two members of EiM staff must be present at any meetings with the perpetrator and the victim. Evidence of the meeting and notes will be recorded, dated and signed by a member of EiM staff.

If you suspect a student is being bullied or mistreated by someone outside the school

1. Refer your concerns to the DSL or the school owner who will then decide the appropriate cause of action which might include a call to the police.



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